



Report to the Auburn City Council

Action Item
Agenda Item No. **4**

[Signature]
City Manager's Approval

To: Honorable Mayor and City Council Members
From: Robert Richardson, City Manager
Date: August 26, 2013
Subject: New Job Classification and Reallocation of the Accounting Technician

The Issue

Shall the City Council approve the new job classification of Technical Analyst and the reallocation of the Accounting Technician position in the Administrative Services Department to a Technical Analyst? And, shall the City Council approve a General Fund budget augmentation to fund the new position?

Conclusions and Recommendations

That the City Council, by Resolution, approves the new job classification of Technical Analyst and the reallocation of the Accounting Technician position to a Technical Analyst.

Background

Due to the significant downsizing and reorganization that the City had undergone during challenging budget times, over that past number of years, the Accounting Technician position has evolved significantly. As more position eliminations occurred, the incumbent took on responsibilities of a more complex nature than what the Accounting Tech job description entails. The incumbent has been working out of class for a period of time in order to meet the needs of the organization, rather than letting service levels suffer.

The Technical Analyst position differs from the Accounting Technician position in that it performs a variety of highly responsible and complex professional administrative, analytical and technical support to a broad scope of programs including, but not limited to, human resources, information technology, risk management, payroll and other accounting functions.

The Personnel Rules and Regulations state that when a position is reallocated to a classification with a higher pay range and the incumbent employee retains the reclassified position, s/he shall normally be advanced to the first pay step in the new pay range, as

long as it results in a five percent (5%) pay increase. In order to achieve this, staff is recommending that the incumbent be moved to Step B of the new pay range, level 44.

Alternatives Available to Council; Implications of Alternatives

1. Deny/alter the job classification of Technical Analyst and/or the reallocation of the Accounting Technician position to the new classification of Technical Analyst.

Fiscal Impact

The fiscal impact to the General Fund is an increase of approximately \$9,300 annually for total compensation, which is not budgeted in the FY 2013-14 operating budget.

ADMINISTRATIVE SERVICES TECHNICAL ANALYST**(CONFIDENTIAL)**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, performs a variety of highly responsible and complex professional administrative, analytical, technical and programmatic duties; participates in the operation of the information technology, human resources and other support functions of the department; coordinates assigned activities with other departments, work groups, outside agencies, and the general public; and provides information and assistance to the public regarding City and departmental programs, policies, and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of responsible and complex professional administrative, analytical, technical and programmatic.
2. Participate in the operation of the information technology, human resources and other support functions of the department.
3. Conduct research and provide administrative assistance within the department.
4. Investigate and answer questions and complaints and provide assistance in resolving operational and administrative problems.
5. Serve as liaison with other City staff, the general public, and outside agencies; screen calls, visitors, and mail; respond to complaints and sensitive requests for information and assistance; research information related to City regulations and departmental policies, procedures, systems, and precedents; assist the public and other City staff in interpreting and applying City policies, procedures, codes, and ordinances.
6. Assist assigned managers and staff in collecting, compiling, analyzing, and assembling information from various sources on a variety of specialized topics related to programs administered by the department; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
7. Accept, process, verify, and review materials, applications, records, and reports for completeness and conformance with established regulations and procedures; collect fees and issue receipts; issue permits.
8. Perform a variety of general bookkeeping and clerical accounting duties involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records; create and maintain purchase orders; assign ledger codes; process accounts payable; responsible for Citywide billing i.e. Airport, Land Leases, Building rental and SBL loan repayments, provide assistance to department staff, vendors, and the general public in assigned areas.

9. Initiate and maintain a variety of files and records for information such as payroll, attendance, budget, production, and cost records; coordinate and prepare records for general use, storage, microfiche, and destruction; maintain manuals and update resource materials.
10. Utilize various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing or spreadsheet software.
11. Prepare and revise various operating procedures, rules, and regulations as directed; develop and revise office forms and report format; initiate, organize, and maintain complex filing systems and records.
12. Maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments.
13. Operate and maintain variety of office equipment including a typewriter, telephone systems, copier, facsimile machine, adding machine, cash register, and/or computer.
14. Respond to requests for documentation related to assigned areas of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.
15. Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; prepare draft reports and technical documents; provide project oversight for the less complex or political projects.
16. Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties prepare and type correspondence and compile and type reports.
17. Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.
18. Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications; recommend and participate in the implementation and improvement of policies and procedures.
19. May perform a wide variety of complex and responsible administrative duties for executive staff and other management personnel including providing routine analytical and technical support.
20. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
21. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
22. Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.
23. Perform technical work in support of the City's communications network infrastructure, hardware and software, databases and website.
24. Provide technical support in the maintenance, security administration and implementation and use of the City's computer, network and telephone systems; analyze and develop forms and procedures associated with computer applications; maintain department intranet and internet pages.

25. Train or instruct on-line users in the use of computer equipment and operating procedures.
26. Analyze, interpret, research and compile information for the revision and maintenance of the City's classification plan and allocation of positions; monitor and maintain allocation schedules and salary schedules.
27. Supervise the design and implementation of recruitment activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development, and test administration; receive research and respond to candidate appeals.
28. Interpret and explain policies, procedures, and regulations to City staff and the public; respond to complaints and requests for information from employees, management, outside agencies and the public.
29. Supervise the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits; administer the City's open enrollment process.
30. Supervise payroll input and leave activities, ensuring appropriate usage of leave hours in accordance with MOU's and Personnel Rules and Regulations.
31. Research and interpret MOU language, Personnel Rules and Regulations and labor law for City departments, employees, employee organizations, job applicants and the general public.
32. Support the Administrative Services Director with employee relations matters as well as the point of contact for Citywide Workers Compensation claims and files.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of assigned program area.
- Business letter writing and basic report preparation techniques.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Office management principles, methods, and procedures.
- Principles and procedures of record keeping and filing.
- Practices used in minute taking and preparation.
- Customer service techniques, practices, and principles.
- English usage, spelling, grammar, and punctuation.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of computer systems and related analysis and design.
- Computer operating systems, local area networks and data communications software and hardware and network technology and environment.
- Principles and practices of website design, configuration, security and maintenance.
- Principles and practices of software development, testing and deployment.
- Servers, server operations and operating systems.
- Records storage and handling techniques.
- Computer operating methods, languages and procedures.

- General principles and practices of human resources administration and organization management.
- Practices, methods and procedures utilized in recruitment and selection.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Perform responsible and difficult administrative and technical support duties involving the use of independent judgment and personal initiative and resourcefulness.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Learn, interpret, and apply administrative and departmental policies and procedures.

Work cooperatively with other departments, City officials, and outside agencies.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.

Independently prepare correspondences and memoranda.

Develop, implement, and maintain standard filing systems.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Plan and organize work to meet changing priorities and deadlines.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Independently perform professional work in support of the City's communications network infrastructure, telephony, infrastructure, radio infrastructure, databases, hardware and software and website.

Analyze, design, program, install and maintain highly technical and complex operating programs.

Analyze, design, program, maintain, and provide various forms of training on multiple subscriber manufactures and models both within and outside of the City.

Write operating instructions and procedures for electronic data processing machine applications.

Provide advanced end-user support, including researching user complaints and issues and answering technical questions.

Learn to perform a wide variety of human resources activities, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Collect, compile, analyze and summarize written and statistical information and data.

Prepare clear and concise technical and administrative reports.

Analyze situations carefully and adopt effective courses of action.

Plan and organize workload.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

CITY OF AUBURN
Administrative Services Technical Analyst (Continued)

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in, office procedures, business administration, or a related field.

Experience:

Four years of increasingly responsible administrative support experience involving a high level of public contact. Administrative support experience in a municipal or other governmental agency is highly desirable.

License or Certificate:

Possession of or ability to obtain an Administrative Personnel Certificate

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Date: August 13, 2013

1 RESOLUTION NO. 13-
2 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN ADOPTING A
3 NEW JOB CLASSIFICATION OF TECHNICAL ANALYST AND APPROVING THE
4 REALLOCATION OF THE ACCOUNTING TECHNICIAN POSITION IN
5 ADMINISTRATIVE SERVICES TO THAT OF THE TECHNICAL ANALYST; AND
6 APPROVE AN AUGMENTATION OF \$9,300 TO THE FY2013-14 GENERAL FUND
7 BUDGET TO FUND THIS ACTION.

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9 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

10 WHEREAS, due to the significant downsizing and reorganization of City
11 functions, the duties of the Accounting Tech position has evolved significantly;
12 and,

13 WHEREAS, the goals of the City includes recruiting and retaining a highly
14 qualified and committed workforce; and

15 WHEREAS the Accounting Technician incumbent has been working out of
16 class for a period of time; and

17 WHEREAS, the City Manager desires to reallocate the Accounting
18 Technician position in the Administrative Services Department to the new
19 classification of Technical Analyst to better serve the dynamic needs of the City
20 of Auburn,

21 NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of
22 Auburn does hereby approve the new job classification of Technical Analyst,
23 and supports the City Manager's actions to reallocate the Accounting
24 Technician to the classification of Technical Analyst and approves an
25 augmentation of \$9,300 in the General Fund to fund that action.

26
27 DATED: August 26, 2013

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Kevin Hanley, Mayor

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2 ATTEST:

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4 Stephanie L. Snyder, City Clerk

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6 I, Stephanie L. Snyder, City Clerk of the City of Auburn, hereby certify
7 that the foregoing resolution was duly passed at a regular meeting of the City
8 Council of the City of Auburn held on the 26th day of August 2013 by the
following vote on roll call:

9 Ayes:

10 Noes:

11 Absent:

12 Stephanie L. Snyder, City Clerk

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